



**City of San Antonio  
Department of Community Initiatives**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ DCI FY02-04**

**APPLICATION PACKET**

**for**

**Various Artistic and Consulting Services**

The Request for Qualifications will be available Wednesday, May 15, 2002 and may be obtained from:

Department of Community Initiatives  
Director's Office  
115 Plaza de Armas, Rm. 210  
San Antonio, TX 78205

<http://www.sanantonio.gov/rfp>

**Qualifications will be accepted beginning Wednesday, May 15, 2002 and will continue to be accepted until September 30, 2004.**

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**\*NOTE: The Model Contract (Attachment G) will be posted on the website for download on Friday, May 24, 2002.**

## **I. BACKGROUND**

The City of San Antonio's Department of Community Initiatives (City) is requesting applications from qualified firms, artists, consultants, academic institutions, non-profit organizations, public policy research institutions, etc. to provide professional and personal consulting services as described in this package. DCI will use responses from qualified respondents to compile a "vendor list" which will be maintained for use by the City to enter into Services Contracts on an "as needed" or "as requested" basis. Contracts through this RFQ could begin anytime after issue of this RFQ and upon receipt of acceptable Qualifications from a respondent. There is no deadline to submit your Qualifications, however, as needs are identified, contracts will be awarded. Therefore a Respondent who submits early in the process, will be afforded a greater opportunity to contract with the City.

The City will contract with selected consultants to provide services in the following three (3) categories: Artistic Services; Planning, Research and Development; and Staff and / or Volunteer Training. A list of services anticipated to be purchased is included in Attachment C "Matrix of Services Offered."

No contract as a result of this RFQ will be more than \$25,000.00. If the Applicant is awarded more than one contract during the same year, the City and contracted Consultant shall ensure that no Applicant receives more than \$25,000.00 annually as a total from all contracts as a result of this RFQ. Participation in this RFQ does not adversely affect and does not bar the applicant from participating in other City procurements. The \$25,000.00 limit applies specifically to this RFQ and does not apply to other Request for Proposals, Request for Offers, Bids, Best Value Bids, or other competitive procurement methods that may be offered during the term of this RFQ by the City.

For all Consultant Contracts being paid by funds granted by the State of Texas, Office of the Governor, Criminal Justice Division (CJD), prior approval is required by CJD of all Contracts or group of contracts to a single vendor that are in excess of \$15,000.00

The City will adhere to all other limits and requirements of grantors through use of this RFQ. Subject matter experts in the individual grant funds used will determine the suitability of this procurement method in using the services solicited through this RFQ. Subject matter experts in grant funds are designated by the responsible Division. Division staff selecting a consultant will bear the responsibility for determining appropriateness of services, qualifications, and allowability of the expense when grant funds being used.

A year is defined as the City's Fiscal Year which begins October 1st and ends September 30th.

## **II. SCOPE OF SERVICES**

**Respondents are required to complete Attachment C Matrix of Services Offered. For each type of service offered, Respondent should attach a description of the specific scope, curriculum, or sample.**

### *Artistic Services*

The City anticipates that most contracts with Artists will be for training of youth or other program participants and should offer the youth or participant an opportunity to delve into the aspects of artistic creativity through hands-on instruction. However, artistic services may be contracted for other uses such as advertising, etc. The City typically provides payment for artistic services upon completion of the art item.

Artists should provide with their application the following:

- Resume or VITA of the Artist
- Experience in teaching others (include description of population that Artist taught)
- Recent and/or most significant works by the Artist include name, date, place and description of any exhibits
- Sample of art work (prefer digital photographs included on the diskette but will accept other “hard copy” photographs not larger than 8 ½ X 11 inches and brochures).
- References, as applicable

### *Planning, Research and Development Services*

Planners, Researchers and/or Developers should include with their application, the following:

- Resume or VITA of the Planner(s), Researcher(s) and/or Developer(s)
- Experience in *Planning, Research and Development Services* (at a minimum, include timelines, the type and date of planning, research or development completed, name of organization for which the work was completed, and a writing and/or data analysis sample).
- Experience in Facilitation (include description of facilitation that includes the population affected and types of data or instruments used)
- Descriptive methodological approaches
- Measurable outcomes and recommendations
- Experience in implementing recommendations or grants
- References

### *Staff/ Volunteer Training*

Trainers should include with their application, the following:

- Resume or VITA of the Trainer(s)
- Experience in delivering training (include description of population trained—organizational levels {line, supervisory, management, executive}, position classifications; educational levels)
- Description of training philosophy

- Description of curriculum (include timelines)
- Descriptive methodological approaches
- Evaluation instruments
- Measurable outcomes
- Bilingual capability, as needed
- References, as applicable

### **Description of Services and/or Curriculum**

**For each Type of Service Offered (See Attachment C for official titles), the Applicant shall submit a two page (1,000 word or less) written proposal that specifies:**

- Name of Applicant
- Type of Service Offered
- Rationale for the program/project
- Explanation of the theories upon which the training or other approach is based
- Objectives of the program/project
- Content of the program/project
- Methods to be used
- Materials needed (including who is to provide them)
- Total Cost estimate of the program/project
- Ability to tailor work to meet the City's specific needs and requirements
- Explanation of how the results of the program/project will be evaluated

## **III. TERM OF CONTRACT**

The length of contracts awarded as a result of this RFQ will vary depending on the type, nature, and scope of the service offered and required by the City. Artistic services contracts are generally for the term that it is expected to complete the art item proposed. Planning, Research and Development Services generally will be three to six months in length, but may vary depending on scope of work to be provided. Staff and volunteer training contracts will generally last one day to one week. Generally, payment for services shall be made upon completion of work.

## **IV. APPLICATION REQUIREMENTS**

Respondent's Application shall include the following items in the following sequence:

- 4.1 RESPONDENT QUALIFICATION GENERAL QUESTIONNAIRE:** Completed Respondent Qualification General Questionnaire. (Attachment A)
- 4.2 APPLICATION CHECKLIST:** Completed application checklist. (Attachment B)

4.3 MATRIX OF SERVICES OFFERED: Completed Matrix of Services Offered to include pricing. (Attachment C)

4.3 DESCRIPTION OF SERVICES AND/OR CURRICULUM: (Scope of Services Section of RFQ) The Description of Services and/or Curriculum shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

4.4 REFERENCES AND QUALIFICATIONS:

- 4.4.1 Background of Respondent and support personnel, including professional qualifications and length of time working in Respondent's capacity. Include résumés of key personnel for services that Respondent proposes to perform.
- 4.4.2 Relevant experience of Respondent as it relates to the scope of services contemplated by the RFQ.
- 4.4.3 Specific experience with public entity clients, especially large municipalities. If Respondent has provided services for the City in the past, identify the name of the project and the department for which Respondent provided those services. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.
- 4.4.4 Other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
- 4.4.5 Respondent shall provide three (3) letters of recommendation, preferably from municipalities, for whom Respondent has provided services.
- 4.4.6 If Respondent has had experience in working as a member of a joint venture or team, describe that experience, including the type of project for which the joint venture or team was formed.

4.5 SAMPLES OF WORK, BROCHURES, and/or TRAINING CURRICULUM: Include samples of work, brochures, training curriculum and other relevant information about Respondent you wish the City to consider in its selection.

4.6 ASSURANCES: Signed (in blue ink) Assurances. These are the General Terms and Conditions of the RFQ. (Attachment D)

4.7 DISCRETIONARY CONTRACTS DISCLOSURE: Completed and signed (in blue ink) Discretionary Contracts Disclosure Form. (Attachment E) If Respondent is proposing as a team or joint venture, then all parties to that team or joint venture shall complete and return this form with the application.

4.8 LITIGATION DISCLOSURE. Completed and signed (in blue ink) Litigation Disclosure Form. (Attachment F) If Respondent is proposing as a team or joint venture, then all parties to that team or joint venture shall complete and return this form with the application.

- 4.9 MODEL CONTRACT. (Attachment G). This contract includes the terms and conditions which applicants will be required to meet if awarded a contract. Do not submit this with your application.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE DOCUMENTS MAY RESULT IN THE RESPONDENT'S APPLICATION BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

## **V. SUBMISSION OF APPLICATION**

- 5.1 Requirement A. (above) shall be submitted in hard copy and signed in blue ink.

Requirements A. through F. (above) shall be submitted in both hard copy and electronic format. If electronic samples are not available, these will be accepted in hard copy only. Electronic samples should be compatible with Microsoft Office products such as: Word, Excel, and Power Point. Digital photos must be capable of running in Windows Internet Explorer. Electronic samples will reach a larger audience of potential users than hard-copy samples will, therefore, Respondents submitting electronic samples may have an advantage.

Requirements G. through I. (above) shall each be signed in Blue Ink and submitted in hard copy.

- 5.2 Respondent shall the completed application as described in Section V. 1., in a sealed package. Respondent shall show the name and address of Respondent and "RFQ DCI FY02-04" clearly marked on the face of the package.

Mailing Address:

City of San Antonio,  
Department of Community Initiatives  
Office of the Director  
RFQ FY02-04  
P.O. Box 839966,  
San Antonio, Texas 78283-3966

Physical Address:

City of San Antonio  
Department of Community Initiatives  
Office of the Director  
115 Plaza de Armas Ste 210  
San Antonio, Texas 78205

Applications sent by facsimile will not be accepted.

- 5.3 Application due date: This Request for Qualifications will be available on Monday, May 15, 2002 and will be completed on September 30, 2004. Applications will be accepted at any time during this period. Applicants are encouraged to submit applications early in the process in order to have the greatest opportunity for contracting with the City. City may begin making awards immediately upon receipt of an application at such time that the City determines there is a need for such service and there is a qualified applicant to provide such service.
- 5.4 **Application Format:** Each application shall be typewritten and submitted on 8 ½" x 11" white paper, clipped, not stapled or bound. Font size shall be no less than 12 point type, providing 10 characters to the linear inch. All pages shall be single spaced and printed on one side only. Margins shall be no less than ¾" around the perimeter of each page. Each page shall be numbered. Electronic files (compact disks and/or computer disks) shall be included as part of the application as designated on the Application Checklist (Attachment B). Each Application must include the sections and attachments in the sequence listed in the Application Requirements Section. Failure to meet the above conditions may result in disqualification of the Application.
- 5.5 Respondents who submit responses to this RFQ shall correctly reveal, disclose, and state the true and correct entity, individual, proprietorship name, corporate name, and /or partnership name (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nick-names, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Questionnaire (Attachment A).
- If a staff recommendation is made to award the contract to any entity that is later found to have incorrectly or incompletely stated its name or failed to fully reveal its identity in its application, the Director of the Department of Community Initiatives or designee shall have the discretion, at any point in the contracting process, to suspend consideration of the application, or to terminate a contract, if already awarded.
- 5.6 All provisions in Respondent's application, including any estimated or projected costs, shall remain valid for the term of the RFQ process (May 15, 2002 through September 30, 2004).
- 5.7 All applications become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly



noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

- 5.8 Any cost or expense incurred by the Respondent that is associated with the preparation of the application or during any phase of the selection process, shall be borne solely by Respondent.

## **VI. EVALUATION CRITERIA**

Criteria to be evaluated may include the items listed below. The City may select all, some or none of the Respondents for interviews. The City reserves the right to select one, or more, or none of the Respondents to provide services.

Evaluation criteria:

### **6.1 Economic evaluation of the Proposed Fee Schedule**

### **6.2 Respondent's capability to provide the services requested and information contained in the Respondent's Qualification Questionnaire (Attachment A).**

- 6.2.1 Background of Respondent and support personnel, including professional qualifications and length of time working in Respondent's capacity.
- 6.2.2 Relevant experience of Respondent.
- 6.2.3 Specific experience with public entity clients, especially large municipalities.
- 6.2.4 Resources available to support this project, including total number of employees, number and location of offices, number and types of equipment available.
- 6.2.5 References of Respondent.

### **6.3 Services to be Purchased – Proposed approach and appropriateness of services**

## **VII. AWARD OF CONTRACT AND RESERVATION OF RIGHTS**

- 7.1 City reserves the right to award one, more than one or no contract(s) in response to this RFQ.

- 7.2 The Contract, if awarded, will be awarded to the Respondent(s) whose Qualification(s) is deemed most advantageous to City, as determined by the City.
- 7.3 City may accept any application in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate application on the part of City.
- 7.4 City reserves the right to accept one or more applications or reject any or all applications received in response to this RFQ, and to waive informalities and irregularities in the applications received. City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- 7.5 City may require the selected Respondent(s) to execute the contract in substantially the form with the City, no more than ten (10) calendar days after notice of contract award. No work shall commence until the contract document(s) is signed by City and Respondent(s) provides the necessary evidence of insurance as required by the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- 7.6 This RFQ does not commit City to enter into a Contract, award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of an application or in anticipation of a contract.
- 7.7 If selected, Respondent will be required to comply with all terms of the model contract in substantially the form as attached. Attachment G.

## **VIII. SCHEDULE OF EVENTS**

Following is a list of **projected dates** with respect to this RFQ:

RFQ Solicitation Period	<u>May 15, 2002 through September 30, 2004</u>
Evaluations Conducted	<u>Continually throughout solicitation period</u>
Contracts Awarded	<u>As needed throughout solicitation period</u>